



COMDTNOTE 12451

JUL 21 1993

COMMANDANT NOTICE 12451

CANCELLED: JUL 20 1994

Subj: CH-1 TO COMDTINST M12451.1B, COAST GUARD CIVILIAN AWARDS
MANUAL

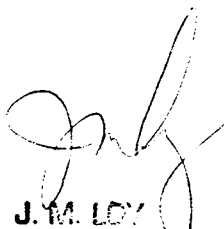
1. PURPOSE. This Notice transmits changes to Chapter 4 of the Coast Guard Civilian Awards Instruction.
2. ACTION. Area and district commanders, commanders maintenance and logistics commands, commanding officers of headquarters units and Commander, Coast Guard Activities Europe, and Chiefs of Offices and special staff divisions at Headquarters shall ensure compliance with the provisions of this Notice.
3. SUMMARY OF CHANGES. The change clarifies eligibility for the Commandant's Superior Achievement Award (Bronze Medal). This award can be granted to an employee or to groups of employees for special efforts significantly above and beyond the requirements of their position.
4. PROCEDURES. Remove and insert the following pages:

Remove

Pages 4-1 to 4-2

Insert

4-1, to 4-2, -CH-1


J. M. LOY
Chief, Office of Personnel
and Training

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CHAPTER 4. COAST GUARD HONORARY AWARDS

- A. Introduction. The Commandant is authorized to approve a number of high-level honorary awards under the Departmental awards program all of which are equal in stature but appropriate at different points in a employee's career. In addition, commanding officers may also grant honorary awards to employees who have demonstrated leadership, initiative, outstanding performance, courage, and patterns of excellence based on acts of performance over shorter periods of time or sustained superior performance during longer periods of service including retirement.
- B. Commandant's Superior Achievement Award (Bronze Medal).
1. Award Summary. This award is the highest honorary award granted by the Commandant to Coast Guard civilians. Individual employees or a group of employees may receive this award for special efforts significantly above and beyond the requirements of their position. The achievements upon which a nomination for this award are based should have current impact in improving Coast Guard operations or serving the public interest. Nominations shall exemplify one or more of the following:
 - a. Performance of duties in such an exemplary manner as to set a record of achievement that others are inspired to greater efforts;
 - b. Demonstration of unusual skills or initiative and continuous quality improvements in the development of new work methods or procedures, or the conception of inventions which will result in substantial savings in staff, time, space, materials, etc., or the improved safety and health of the work force;
 - c. Exceptional achievements which substantially contributes to accomplishment of the Coast Guard mission;
 - d. Innovations in service to the public or improvements that are of a major significance to the accomplishment of the Coast Guard's mission; and
 - e. Notable authorship.

2. Awardee Receives. A bronze medal, lapel rosette, and engraved plaque.

3. Nomination Procedures. Area and district commanders, commanders maintenance and logistics commands, commanding officers of headquarters units, and Commander, Coast Guard Activities Europe and Chiefs of Offices and special staff divisions at Headquarters shall ensure compliance with the provisions of this Notice and should submit nominations at any time to Commandant (G-PC), via the servicing civilian personnel office that would include the followings:

- a. Nominee's name, title, series, and grade of current position;
- b. Brief statement of current duties;
- c. Brief biographical sketch (primarily history);
- d. A listing of significant honors and awards received;
- e. A proposed citation (not longer than 25 words) for use in the awards presentation and engraved inscription on the award plaque; and
- f. A detailed description of achievement or service (no more than two pages) showing clearly how the criteria for the award have been met.

4. Review. Nominations received by Commandant (G-PC) are reviewed for procedural compliance and adequacy of documentation and forwarded to the Commandant for final approval. Since approval takes approximately 30 days following receipt by Commandant (G-PC), sufficient lead time should be provided. Approved awards are forwarded to the awardee's servicing civilian personnel office unless other arrangements are requested.

C. Commandant's Distinguished Career Service Award.

1. Award Summary. Highest level award granted to a very select group of employees at retirement equivalent to the Superior Achievement Award (Bronze Medal).
2. Criteria. This award is for civilian employees whose careers reflect long and exceptional devotion to duty and extremely significant contributions to the economy,